



DEPARTMENT OF THE NAVY

STRIKE FIGHTER SQUADRON TWO ZERO THREE
NAVAL AIR STATION
MARIETTA, GEORGIA 30060-5099

VFA-203INST 1500.1J
40
17 OCT 1997

STRIKE FIGHTER SQUADRON 203 INSTRUCTION 1500.1J

Subj: SQUADRON TRAINING PROGRAM

Ref: (a) OPNAVINST 4790.2F
(b) CNARFINST 1500.SD
(c) CVWR20INST 1500.SF

Encl: (1) VFA-203 Training Program

1. Purpose. To publish enclosure (1).
2. Cancellation. VFA-203INST 1500.1H
3. Background. The existence of a professional training program that is well planned and executed is an essential element in achieving the mission of VFA-203. References (a) through (c) promulgate the policy and procedures necessary to develop and administer training programs to meet mission requirements.
4. Action. This instruction provides clarification and establishes VFA-203 policy in the execution of references (a) through (c). This directive shall be used in achieving the maximum level of readiness and accomplishing the mission requirements of VFA-203.

S. L. SMITH

Distribution:
VFA-203INST 5216.1H
List I (Case A)

Copy to:
Training Department

VFA-203 TRAINING PROGRAM

1. Introduction. Quality training is an ongoing process involving all personnel. Management personnel, Department Heads, Division Officers/Chief Petty Officers and program managers must ensure training requirements specific to their areas of responsibility are scheduled, instructed with quality, attended, and documented.
2. Planning Board For Training (PBFT)
 - a. The Executive Officer/OIC is the chairman of the PBFT.
 - b. The Training Officer serves as the PBFT Secretary.
 - c. The PBFT will be a method of which to enhance the quality of all command training that directly affects readiness in accordance with reference (c).
 - d. Board membership will be designated in writing by the Commanding officer via VFA-203NOTE 5400.
 - e. Recording PBFT attendance and minutes is required by reference (c)
3. Monthly Training Plan (MTP). The command MTP is an official document that has been developed, by inputs from all managers, to keep all personnel informed on current and future training, qualified instructors, and certified Reserve Job Qualification Requirements (RJQR) qualifiers. Enclosures to the MTP are listed in reference (c).
4. Individual Training Plan (ITP) Development and Progress Reporting. An ITP is required for every Selected Reserve (SELRES) enlisted member. It should be completed within a three year period in order to attain 100% qualification in the assigned billet. ITP progress is the basis for determining SELRES readiness and is reported to Commander Naval Reserve Force (COMNAVRESFOR). The report is published on a monthly basis. It reflects the overall command average ITP completion and the number of SELRES who have attained 100% ITP qualification. Officers and Enlisted Full Time Support (FTS) personnel do not require RSTARS(TM) ITPS.

a. ITP development consists of the following steps:

(1) The Training Department will distribute an ITP interview sheet for all newly assigned SELRES.

(2) The Division Officer will conduct an interview utilizing both the ITP interview sheet and the Record of Counseling Form (VFA-203 Form 1616/1). Upon completion of the interview, return the annotated ITP interview sheet to the Training Department for further processing and file the Record of Counseling in the Division Officer's notebook.

(3) The Training Department will configure each ITP in the RSTARS(TM) utilizing inputs from the ITP interview sheet(s) and then print the final configured ITP for each newly assigned SELRES member. The configured ITP will be routed to the Division Officer for the respective SELRES member to sign. The ITP interview sheet will be returned to the Division Officer for inclusion in the Division Officer record.

(4) After SELRES have signed their ITP the Division Officer will also sign each ITP, by direction of the Commanding Officer, and file the ITP in the individuals training jacket. This step concludes the initial ITP development process.

b. ITP progress report procedures

(1) As each individual progresses with their ITP the Division Officer will report this progress to the Training Department, monthly, on the Wednesday, immediately following the drill weekend. The reporting method must be in writing. Based on the reported progress, the Training Department will credit ITP progress points in RSTARS(TM), and will print a new ITP, with the reflected changes, for the individual.

(2) The Training Department will then print a Training Comparison Report which reflects the updated ITP percentages. The Training Department will compare the percentages against Individual Readiness Activity Designator (IRAD) codes. If needed, the Admin Department shall update all IRAD codes in RSTARS (MP). The Training Department will compare the most up-to-date RSTARS(TM) Training Summary Report with the new RUAD to

ensure that each individuals ITP completion percentage matches the individuals corresponding IRAD code. IRAD codes are the sole means of reporting SELRES readiness (ITP progress) to Commander Naval Air Reserve Force (COMNAVAIRESFOR).

5. School Requests

a. Individuals that are required or desire to attend a school must submit a request. All local schools, at NAS Atlanta requires only a Special Request/Authorization. If it will be necessary for the attendee to leave the Atlanta area the member must submit a request for Training Orders (SELRES) or TAD Request (TAR) through the chain of command. The following paragraphs detail further the school request process.

(1) Obtain convening dates, CIN, CDP and course length from the Training Department prior to routing the school request through the chain of command.

(2) Quotas will not be obtained until after Department Head approval.

b. Following Department Head approval, the Training Department will reserve a quota and forward the request to the Admin Department for TAD cost estimates, berthing availability, etc.

c. After compiling TAD cost estimates, the Admin Department will forward the request for final approval to the CO, Xo, or OIC. Following approval the Admin Department will reserve berthing, arrange transportation, and provide orders for the individual. The Training Department will cancel any school quota that has been disapproved by either the CO, XO or OIC.

d. After official orders have been prepared, personnel shall pick up their orders from the Admin Department prior to attending the school.

e. Fire Fighting School requires a Medical Screening Form to be filled out by the individual and signed by the Medical Department no earlier than 72 hours prior to attending the course. Individuals that fail the medical screening process must be rescheduled to attend Fire Fighting.

6. Reserve Job Qualification Requirements (RJQR)/Practical Job Training (PJT) Syllabus

- a. All SELRES E1-E6 personnel shall complete the RJQR/PJT Syllabus applicable to their assigned billet.
- b. TAR personnel (E1-E6) shall complete the Plane Captain RJQR regardless of work center assignment. AZ, AK, YN, PN, NC ratings are exempt from this requirement.
- c. Division Officers shall report RTQR/PJT Syllabus (total number of signatures) on Wednesday, following the drill weekend. The Training Department will update the RJQR progress in the Monthly Training Plan.
- d. RJQR/Training Syllabus qualifiers will be highly qualified personnel designated by the Division CPO/Program Manager. RJQR qualifiers must have either completed FRAMP or the RJQR. The current listing of qualifiers will be listed in the Monthly Training Plan.

7. Categories of Professional Mobilization Training (PMT)

- a. Billet Training (BT) is training required to attain and maintain Mobilization (MOB) qualification. The usage of approved course material, qualified Subject Matter instructor (SMI), Collateral Duty Inspector (CDI), or NEC 9502 instructor personnel, and a suitable environment are required.
- b. Rate Training is training designed to increase an individuals rate knowledge and prepare them for advancement. Subject Matter Experts (SME), SMI, CDI or NEC 9502 instructors are qualified to teach rate training from the Naval Education and Training rat4 training manuals.
- c. PJT is training that occurs when a qualified SME, SMI, CDI or NEC 9502 instructor provides hands-on training of an acquired skill or task using a current publication or technical manual as a reference. PJT shall be documented on a 3500 form for RSTARS (TM) credit. PJT may be utilized as follow-on training to formal training.
- d. Career Enhancement Training (CET) is a course, exclusive of MOB billet/ITP requirements, which is designed to increase an individuals military professional development. Examples are work center supervisors, QA, and career information type courses.

e. PMT is a combination of PJT, Rate, Billet and CET. All TAR's and SELRES that have completed 84% or less of their ITP require 18 hours semiannually, SELRES that have completed 8506 or more of their ITP require six hours semi-annually of PMT. (Required PJT will include a minimum of six hours of rate training semiannually.)

8. Work Center Training Petty Officers. Individuals assigned the collateral duty of Work Center Training Petty Officer will complete attachment 1, which will be maintained by the Training Department.

9. Training Jackets. All E1-E6 FTS and SELRES aviation maintenance personnel shall use the Naval Reserve Training/Qualification Jacket, NAVRES 1500/17 to hold only training documentation that cannot be recorded in RSTARS(TM). Embossed across the outside edge of the jacket shall be the persons name/rate/SSN and work center, (blue for TAR and red for SELRES). The format and cover sheet for the training jacket is listed in attachment 2.

10. Semi-Annual Quality Review. Attachment 3 will be used as a guideline for the Training Department to review each work centers progress towards a quality training program. The Training Department will forward a copy of the review to the Maintenance Officer.

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Work Center Training Petty Officer Billet Description Date_____

1. _____ is hereby assigned the collateral duty of Training Petty Officer for Work Center _____. You are responsible to your work center supervisor for the performance of the following duties:

a. Required Reading: CNARFINST 1500.5(series) _____
W/C Supervisor

CVWR20INST1500.5 (series) _____
W/C Supervisor

b. Maintain Reserve Job Qualification Requirements (RJQR) for required personnel within your work center.

c. Maintain training accomplishment records, qualifications and certifications for all personnel, according to this instruction.

2. Utilizing the Training Plan ensure your work center personnel are receiving quality training as outlined in the Monthly Training Plan.

3. Ensure each school request is forwarded through the chain of command and follow up on the status of each request.

4. Ensure all training lectures and materials checked out from the Training Department are returned prior to secure on the day of training.

Training Department Indoctrination given by:

Training Coordinator (or Assistant)

I have read and understand the above duties.

Training Petty Officer Assignee

Work Center Supervisor

Division Chief

Attachment 1 to enclosure (1)

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TRAINING JACKET FORMAT

LEFT SIDE

SECTION 1: SCHOOL COMPLETION FORM (S)

a. School Completion Letters. If unavailable, Service record page 4's showing completion or 3500.

SECTION 2: JQR/PQS COVER SHEETS

a. Completed RJQR/PQS cover sheets

SECTION 3: NONCURRENT TRAINING DOCUMENTATION

a. Training accomplishment reports up to 1 year

RIGHT SIDE

SECTION 1: ITP's

- a. Signed ITP's (SELRES)
- b. Completed Training Syllabus sheets (SELRES)

SECTION 2: PARS

VFA-203 Semiannual Quality Review Guidelines

Work Centers

1. Are work centers performing scheduled and unscheduled formal training utilizing the correct TSNS?
2. Are all personnel (E1-6) receiving one hour of RATE training monthly?
3. Are all TAR personnel receiving three hours of PUT monthly?
 - a. Are all SELRES personnel receiving the correct PUT based on their ITP percentage?
4. Are SELRES personnel working toward NEC attainment?
 - a. Is their progress being tracked by the supervisor?
5. Are Division Officers/CPO's conducting initial interviews utilizing ITP interview sheets?
6. Is ITP progress being reported to the Training Department for ITP updates?
7. Are personnel whose duties include shipboard assignment receiving Shipboard Aircraft Fire Fighting?
8. Are 3500 reports filled out completely and correctly?
9. Are 3500 reports turned into Training the same day the training is accomplished?
10. Are training accomplishments maintained in training jackets for one year?